Data Requirements Working Integrated Product Team (DR-WIPT) Charter

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1   Charter

1.1   Vision Statement:

"Increase job performance by providing high quality learning and electronic performance aids available anytime and anywhere".

1.2   Mission Statement

Identify and manage data requirements that support the ILE and re-useable content concept. Develop strategies and implementation plans that ensure legacy and new content development support the vision of the ILE and compliments the Sailor-Self-Service aspect of Sea Warrior.

1.3   Goals:

- Identify capability, system and equipment technical data required for reuse by learners, instructors, supervisors and instructional designers

- Establish and implement a plan for interfacing with PEOs and PMs to promote the data reusability concept

- Interface with ASN(RD&A) representatives and CNO N4 to develop new policies for data acquisition a set of instructions to require data re-usability by all PMs regardless of ACAT status

- Write a draft instruction to present to ASN(RD&A) for review and signature

- Coordinate with OPNAV N125 to ensure System Engineering, Acquisition, Manpower and Personnel Integration policies and the DR-WIPT products align and are complimentary.

- Develop reusable data architecture in concert with SYSCOM and PEO representatives to include the following competencies: PM, ILS Manager, Training Manager, Data Manager, Legal, Contracts, Software and Engineering

- Insure that the design solution meets national and international standards for data development

- Interface with Federal, DOD and DON standards groups (such as DTSWG, DON Training Functional Data Administrator, and DON XML Business Standards Council) tasked with maintaining data and data exchange standards for training, logistics, HSI, engineering and software.

- Recommend changes to existing DIDs to support the procurement of the new data standards for reusability

- Develop a near term strategy for conversion of legacy technical data for use in the ILE and a long term strategy to change the way data is bought and delivered for use as re-useable objects.

1.4 Data Requirements Working Integrated Product Team (DR-WIPT) Membership:

Name	Position	Organization	Contact Information
DR-WIPT Lead			
	DR-WIPT Lead		**Phone:** **Cell Phone:** **Fax:** **Email:**
IPT Members			
			Phone: **Cell Phone:** **Fax:** **Email:**
			Phone: **Cell Phone:** **Fax:** **Email:**
			Phone: **Cell Phone:** **Fax:** **Email:**
	Co-Lead		**Phone:** **Cell Phone:** **Fax:** **Email:**
			Phone: **Cell Phone:** **Fax:** **Email:**
			Phone: **Cell Phone:** **Fax:** **Email:**

Table 1- Data Requirements WIPT Membership (Level II IPT)

1.5   DR-WIPT Roles and Responsibilities:

1.5.1   <u>DR-WIPT Lead</u>

The Data Requirements Team Lead (DR-Lead) is responsible to the PM for establishing and maintaining the consistency of ILE performance, functional, and physical attributes with its requirements, design and operational information throughout its life. The DR-Lead is assigned authority, responsibility and accountability for the adequacy and accuracy of Data Requirements of the ILE throughout its lifecycle. The DR-Lead will be the primary interface between the DR-WIPT and the PM IPT and will operate within DOD and DON CM guidelines (i.e. MIL-HDBK-61A) while performing as an empowered member of the PM IPT. In discharging these responsibilities, the DR-Lead will:

- Prepare and coordinate budgetary estimates, alternatives, requirements and design documentation

- Perform liaison and effect necessary interfaces with all PM IPT members throughout all program phases.

- Ensure that the DR-WIPT members are advised of all relevant DR-WIPT meetings (including data calls), reviews, demonstrations, and discussions.

- Ensure that the impact on DR resulting from new or revised planning and/or design is assessed and that adjustments to the DR Plan requirements are implemented.

- Ensure the DR requirements and specifications are altered only after consultation with each affected functional manager.

- Be responsible for the evaluation of technical/cost proposals for system/equipment contracts and provide written Proposal Evaluation Reports (PERs) on their capabilities, achievements, and acceptability from a DR viewpoint.

- Direct the DR-WIPT in acquisition planning, acquisition package preparation, DD-1423 preparation and reviews, proposal evaluations, pre- and post-award contract negotiations and conferences, test planning, and design reviews to ensure that DR requirements are adequately and accurately defined in acquisition documents.

- Represent program DR requirements during contract negotiations.

- Conduct DR related program review conferences with contractor representatives.

- Monitor all ILE activities for impact on DR.

- Ensure that appropriate members of the DR-WIPT are available to perform any inspections, audits, and Contract Data Requirements List (CDRL) deliverable reviews as specified by the contract.

- Provide recommendations for approval/disapproval of engineering change proposal or modification requests.

- Monitor contractor DR process via:

  o IPT participation

  o Metrics

  o Performance reviews

- Provide the PM IPT with the schedule and duration of all required DR audits, conferences, both contractual and otherwise, to ensure availability of necessary funding.

- Identify and accomplish actions required to ensure effective ILE DR throughout its lifecycle.

- Develop budget estimates for assigned DR program activities.

- Assist the PM in developing strategies and in program planning, as requested by the PM

- Establish DR-WIPT plan of action and milestones (POA&M)

- Propose tailored documentation and milestone requirements

- Review and provide early input to documents

- Coordinate DR-WIPT activities with the PM IPT members

- Resolve or elevate issues in a timely manner

- Assume responsibility to obtain principals' concurrence on issues, as well as with applicable documents or portions of documents

1.5.2   DR-WIPT Members

DR-WIPT Members shall assist the DR-WIPT Lead with the above responsibilities, as directed, in promptly executing the DR-WIPT responsibilities and accomplishing ILE program objectives while performing within the DR-WIPT Charter. In discharging these responsibilities, the DR-WIPT Members shall:

- Keep the DR-WIPT Lead informed of the specifics on what is being done, when it will be accomplished, and associated cost and schedule implications.

- Attend meetings as required and come prepared.

- Commit yourself to the objectives of the IPT

- Represent your functional area without bias

- Actively seek and receive input of others

1.6 Procedures and Guidelines:

1.6.1 Rules of Engagement for Meetings

The DR-WIPT shall hold weekly meetings and the DR-WIPT Leader will attend quarterly PM IPT off-sites to ensure effective communication of program status across the IPT's membership.

1.6.2 "Single Voice" Policy

Each IPT member will be afforded a voice concerning issues brought before the DR-WIPT Lead. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the DR-WIPT.

1.6.3 No "Single Point Failure" Policy

DR-WIPT members must make reasonable attempts to participate in the weekly DR-WIPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent DR-WIPT member prior to proceeding on an issue that impacts their area of authority and accountability.

1.6.4 Risk

DR-WIPT will identify risks and associated risk mitigation plans in accordance with process and procedures developed by the ILE Risk IPT.

1.7 Administrative Requirements

1.7.1 Meetings

1.7.1.1 Agenda

The DR-WIPT Lead will assign a DR-WIPT member to collect and publish agenda items for weekly meetings. Agenda input from the DR-WIPT membership is due 24 hours prior to the weekly meeting. The agenda shall be strictly adhered to. The DR-WIPT Lead shall insert a period of time into each agenda for open discussion issues.

1.7.1.2   Minutes

The DR-WIPT Lead will assign a DR-WIPT member to ensure that all issues discussed during the weekly meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week's agenda. These minutes will be provided to the Acquisition IPT lead for posting on the web site.

1.7.1.3   Action Items

The DR-WIPT Lead shall record all meeting action items in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task officer	Due Date	Status	Remarks

Table 2- Action Item Repository

1.7.1.4   Frequency

1.7.1.4.1   Weekly Teleconference

The DR-WIPT Lead shall attend the ILE PM IPT weekly teleconference by telephone conference, video teleconference, or in person as appropriate. The current time and location is each Thursday at 1400 (2 P.M. for you non-military types) via telephone conference.   The DR-WIPT Lead shall be notified by the PM of adjustments to the schedule and location of this meeting during the previous weekly meeting.

1.7.1.4.2   Quarterly "In Person" Meeting

The DR-WIPT Lead shall attend the quarterly ILE PM IPT meeting in person.

1.7.1.5   Meeting Summaries

Meeting summaries will be brief and will preclude revisiting previous agreements. Meeting summaries will:

- Record attendance

- Document any decisions or agreements reached by the DR-WIPT

- Document action items and suspense

- Set the agenda for the next meeting

- Frame issues for higher-level resolution

1.7.1.6   Reporting

> All DR-WIPT data products will be forwarded for posting on the ILE Web Page IAW Acquisition Documentation & Control IPT processes and procedures.

1.7.2   DR-WIPT Communication

DR-WIPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled DR-WIPT meetings. These regularly scheduled meetings allow the DR-WIPT to discuss and act on DR-WIPT issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

1.7.3   Decision Making Criteria

The DR-WIPT decision criteria shall be in line with the DR-WIPT structure. Decisions shall be resolved at the lowest possible level with the DR-WIPT Lead having the final authority on all decisions elevated to his/her level.

1.8   Conflict Resolution

A key strength of IPTs is their ability to effectively resolve technical and programmatic problems in a timely way. IPT leaders, empowered by the Program Manager and functional manager(s), use their experience and judgment in guiding their multidisciplinary teams. They approach each and every problem with a keen sense of what is most important to their product and customer. However, there are many areas common across programs in this regard, the most important of which are addressed below.

1.8.1   Consensus Building

Depending on the life cycle of a program and the specific IPT structure employed, "routine" matters may differ substantially between programs. What we are addressing here are those matters where the IPT, through its make-up and overall experience level, is well suited to deal with the question(s) at hand. In these cases the IPT leaders encourage team members to bring all relevant facts to the table. Open, two-way communication ensues, throughout which the team leaders are particularly conscientious in drawing out all relevant facts and opinions. Using the ultimate criteria of what is best for the product and customer, the IPT leader guides the team towards a consensus, which all members can support. The judgment of the team leader is critical in this process in a number of ways. First, he/she ensures all team members, not just the more vocal ones, have the

opportunity to participate and express their opinions. Second, the team leader takes note of whether the decision reached represents a strong consensus or a weak one. In the case of the latter, more senior members of the IPT must understand the situation, so that if factors change, earlier decisions can be revisited, if necessary. Finally, the team leader is particularly sensitive to minority opinions. The process should in no way be viewed simply as one of "majority rules." Minority opinions are adequately explored and considered, for experience has shown us that they are sometimes the best.

1.8.2   External Conflict Resolution Support

There will be times, however infrequent, when the IPT Lead is unable to forge a consensus within the team on a particular matter. An example might be where several team members, backed by technical functional leadership, feel strongly that a technical compromise under consideration is unacceptable for reasons of long-term product integrity. These cases will be particularly challenging to the team leader and will require all his/her experience, maturity and judgment. Handled correctly, the conflict can actually be a positive reinforcement of the process and enhance the sense of "team." Handled incorrectly, though, the conflict can become a divisive factor and damage the team's ability to interact effectively. The key to resolving conflict is the general acceptance by all team members that their overarching objective is to do what's best for their product and customer. With this common understanding, the issue at hand becomes more manageable, in that it is more clearly a matter of "means" rather than "motivation." Equally important is the way IPT leaders deal with the conflict. It is rarely, if ever, appropriate for an IPT leader to make a unilateral decision in the absence of a team consensus. Conflicts, which cannot be resolved through normal IPT to IPT communications, will be presented to the Program Management IPT for resolution.